



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

LIBRARY TECHNICIAN I

MOORE COUNTY LIBRARY

*This Position is Part Time with **NO** Benefits*

Vacancy Number
16-1102

Hiring Range
\$11.67 – \$13.19

Opening Date
September 28, 2016

Closing Date
OPEN UNTIL FILLED

**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than a
County of Moore application
will not be forwarded to the
hiring authority.**

**Applications received after
the closeout date/time
indicated will not be eligible
for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

This position performs routine tasks in support of the Moore County Library System. Duties include working at the circulation desk, registering library users, checking materials in and out and collecting fees and fines. Many library operations are performed using an automated library system. Other duties may include shelving and pulling books, assisting patrons with finding materials and information and with public computer access. Performs other duties as assigned. Must be able to work a flexible schedule not to exceed 40 hours per week. Library hours are 9:00 – 6:00 p.m. Monday – Friday and 10:00 – 4:00 p.m. on Saturdays. You may be scheduled to work at various locations; locations are in Carthage, Aberdeen, Pinebluff, Robbins and Vass.

KNOWLEDGE AND SKILL REQUIREMENTS:

- General knowledge of office terminology, procedures and equipment;
- General knowledge of library routine and procedures;
- Some knowledge of computers;
- Ability to follow established procedures and to perform work requiring considerable detail;
- Ability to process and prepare books and library material for shelving;
- Ability to establish and maintain effective working relationships with clients, co-workers and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or equivalent and a minimum of six (6) months of office assistant, library or business experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 35 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

***The County of Moore is a drug-free workplace and
Equal Opportunity Employer.***

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check and pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant